



MISSOURI STATE PRINTING CENTER

**Office of Administration
Division of General Services**

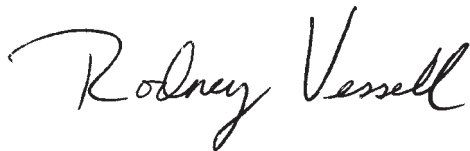
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ANNUAL REPORT

Annual Report for 2007

Missouri State Printing Center generated revenue of over \$6.8 million from a variety of printing services in FY07. The printing professionals at SPC completed over 23,956 jobs through the offset and digital areas. In FY 2007 SPC experienced growth in the area of digital color and offset printing. For FY 2008 SPC has added a new 4-color digital press for our customers' printing needs.

We appreciate the excellent relationship that we enjoy with our customers. Missouri State printing Center will strive to improve our abilities to serve state agencies in timely, accurate, professional, and cost effective printing services. Missouri State Printing will continue to strive for additional growth and new partnerships in FY 2008.



Rodney Vessell
State Printing Center Manager

STATE PRINTING CENTER

Vision: Innovative printing and publishing services for our customers.

Mission: To provide our customers with professional, timely, full service, printing support using technology and resources that produce high quality printing at a competitive cost.

Overview: State Printing Center

The State Printing Center is a unit of the Office of Administration, General Services Division. The mission of SPC is to provide centralized, coordinated print services for all Missouri state government agencies. To succeed in this mission, SPC has established a multi-faceted service delivery system:

- A central printing plant which contains web and sheetfed presses, bindery and finishing equipment and computer to plate support;
- Five Quick Print centers located throughout Jefferson City—at the Health, Jefferson, Truman and Department of Natural Resources buildings and at SPC;
- Printing/mail service representatives who serve assigned agencies;
- A full-service graphics and design service;
- Pick-up, delivery and warehousing services for SPC customers;
- Color copy services;
- Variable Data printing; and
- Bulk mailing, tabbing and addressing

SPC is responsible for make/buy decisions for all printed material. It helps establish policies, guidelines and standards for printing and forms management. Procurement of copiers or printing-related equipment, as well as certain purchases of printing from outside vendors, requires authorization by SPC.

The unit coordinates printing functions with the Department of Corrections and state universities, and has supported initiatives to centralize all departmental print operations.

SPC operates under the Administrative Revolving Fund. The Fund provides operating capital to purchase materials and equipment, pay salaries and support overhead. Costs for printing jobs are recovered through charges to state agencies, which are passed back to the Fund.

SPC Savings

FY 2007 \$ 2.3 million

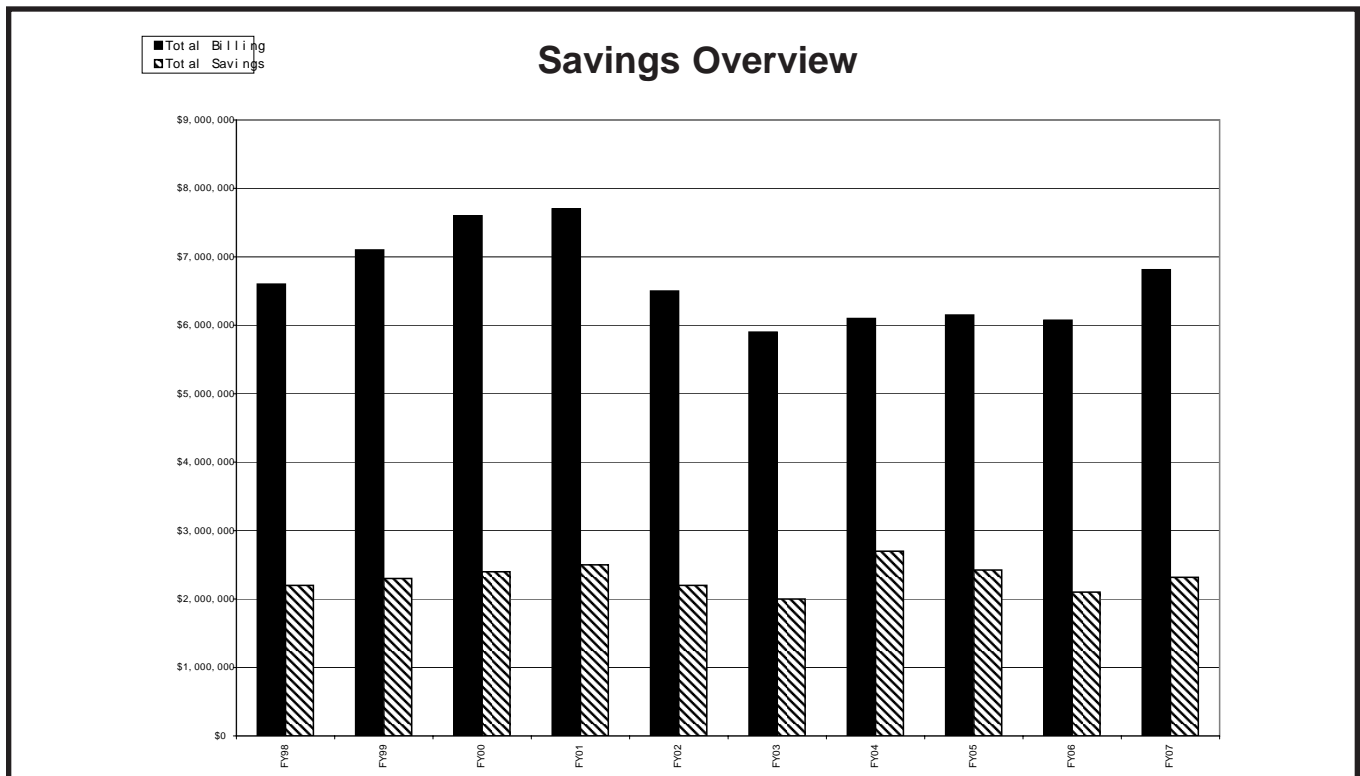
Since inception . . \$ 44.9 million

Savings History

In July 1981, the Office of Administration initiated the State Printing Center. Eleven departmental print shops were consolidated into one central plant that served all state government. Since its inception, SPC has provided Missouri taxpayers with a substantial savings in printing costs.

In 1981, immediate savings were realized by eliminating 20 pieces of printing equipment, saving an annual maintenance and replacement cost of \$250,000. On-going savings are realized now through the efficiencies of volume buying and lower overhead, and labor costs, which are lower than commercial printing. When compared to commercial rates for the same work, costs savings in FY 2007 were \$2.3 million. This reflected an average of 1,996 jobs and 17.6 million impressions per month.

During its 26-year history, SPC has provided Missouri taxpayers and governmental agencies with an estimated \$44,900,000 savings, when compared to commercial printing rates.



Central Plant Printing

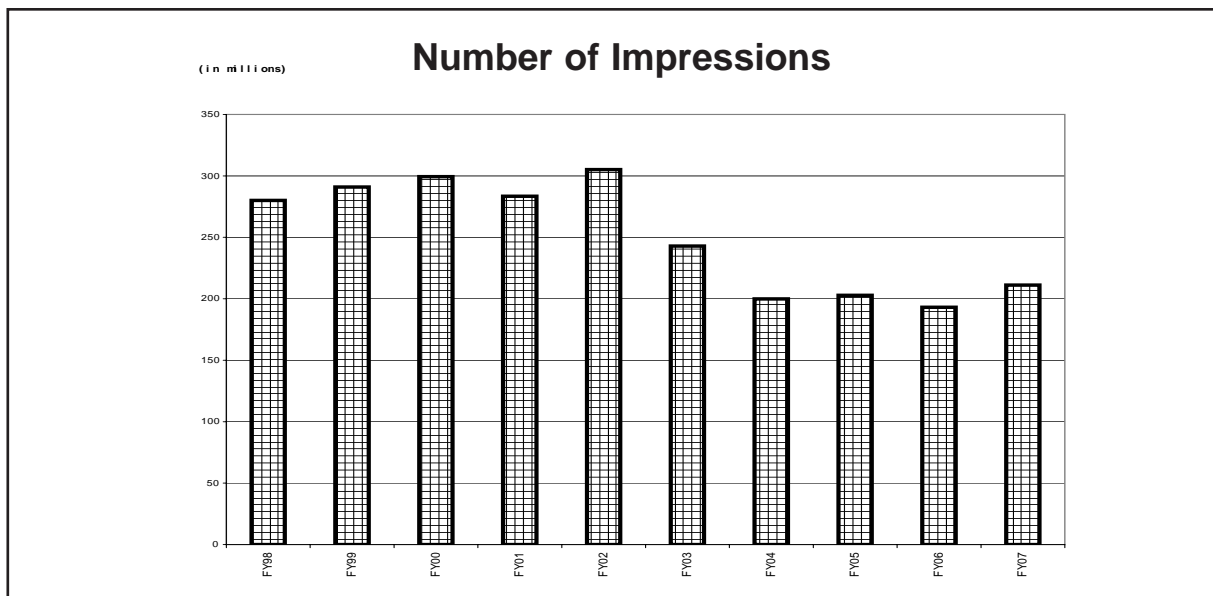
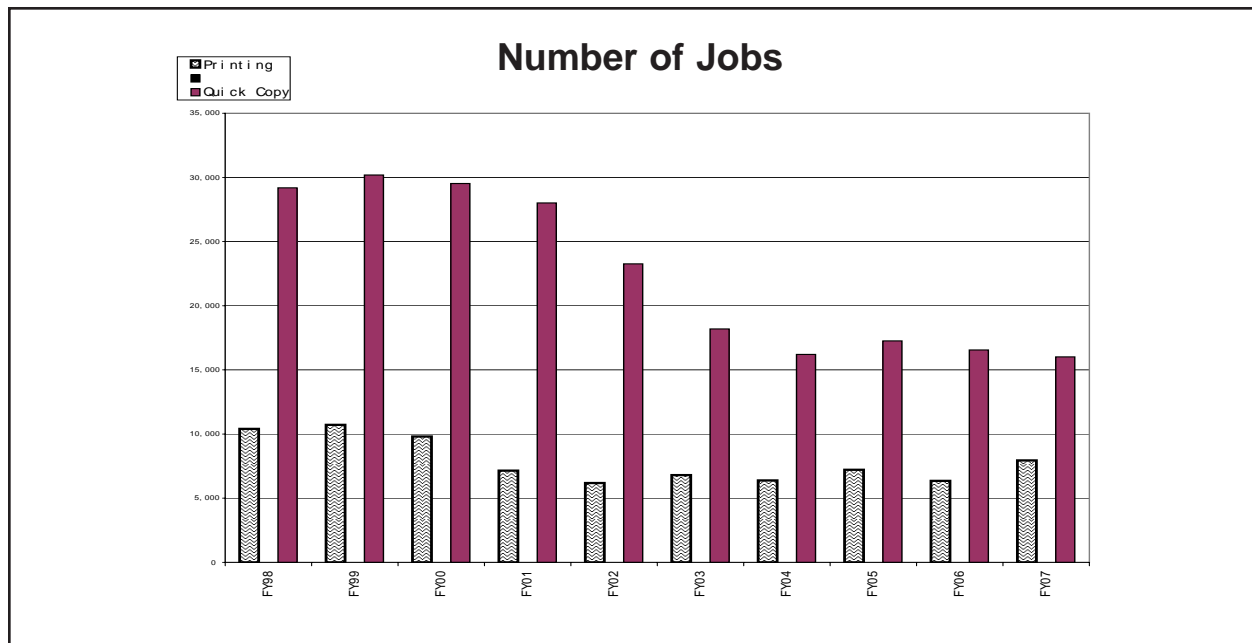
7,943 jobs

Quick Print Printing

16,013 jobs

Total Impressions

211.1 million

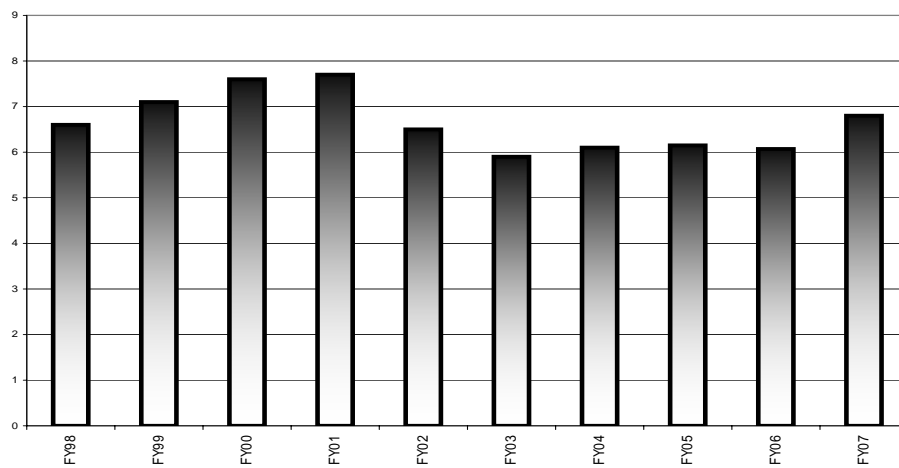


Jobs per FTE
FY 2007: 630

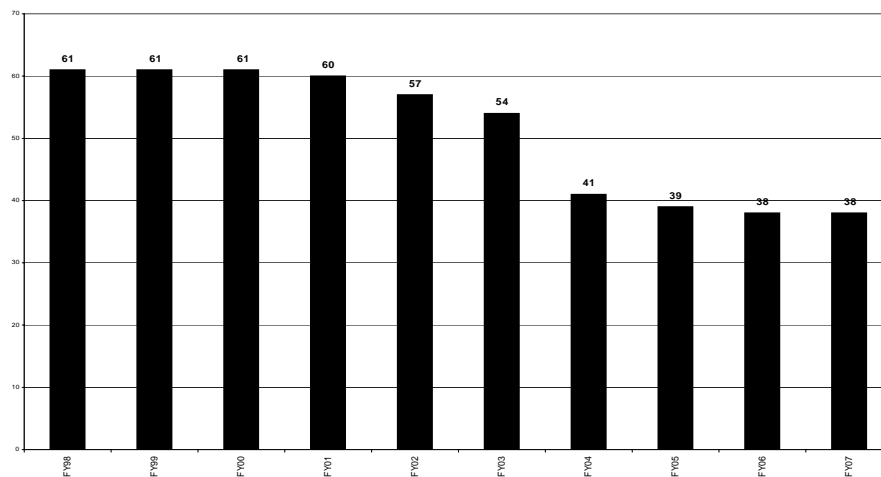
Revenue per FTE
FY 2007: \$179,000

M i l l i o n s

Billing



Full-Time Employees



Comparison: SPC vs. Commercial Printing

Labor Rates

| <u>Description</u> | <u>Annual Production Hours</u> | <u>Hourly State Labor Rates</u> | <u>SPC Labor Cost</u> | <u>Commercial Labor Rates</u> | <u>Commercial Labor Cost</u> | <u>Total Savings</u> |
|---|--|-------------------------------------|---------------------------|-----------------------------------|----------------------------------|--------------------------|
| Small Sheetfed* | 2,809 | \$51.00 | \$143,259 | \$80.00 | \$224,720 | \$ 81,461 |
| Large Sheetfed* | 4,432 | \$53.50 | \$237,112 | \$90.00 | \$398,880 | \$ 161,768 |
| Collator* | 2,075 | \$66.00 | \$136,950 | \$85.00 | \$176,375 | \$ 39,425 |
| Prepress* | 4,682 | \$45.00 | \$210,690 | \$75.00 | \$351,150 | \$140,460 |
| Web Press* | 2,200 | \$70.75 | \$155,650 | \$88.90 | \$195,580 | \$ 39,930 |
| Bindery Labor | 10,075 | \$38.00 | \$382,850 | \$60.00 | \$604,500 | \$221,650 |
| * Average price of combined labor rates | | | | | | <u>\$684,694</u> |

Addressing Services

| <u>Description</u> | <u>Annual No. of Pieces</u> | <u>State Charge Per Sheet</u> | <u>Total State Charge</u> | <u>Commercial Per Sheet</u> | <u>Total Commercial Charge</u> | <u>Total Savings</u> |
|--------------------|---------------------------------|-----------------------------------|-------------------------------|---------------------------------|------------------------------------|--------------------------|
| Addressing | 1,615,253 | \$.0325 | \$52,496 | \$.055 | \$88,839 | \$36,343 |

Mailing Services

| <u>Description</u> | <u>Annual No. of Pieces</u> | <u>Presorted Postage Rate</u> | <u>Total State Postage Cost</u> | <u>Basic Presorted Rate</u> | <u>Total Basic Presorted Cost</u> | <u>Total Savings</u> |
|--------------------|---------------------------------|-----------------------------------|-------------------------------------|---------------------------------|---------------------------------------|--------------------------|
| Postage | 1,615,253.00 | \$.218 | \$352,125 | \$.312 | \$503,959 | \$151,834 |

Quick Copy Services

| <u>Description</u> | <u>Annual No. of Impressions</u> | <u>State Charge Per Impression</u> | <u>Total State Charge</u> | <u>Commercial Per Impression</u> | <u>Total Commercial Charge</u> | <u>Total Savings</u> |
|--------------------|--|--|-----------------------------------|--|--|--------------------------|
| Black and White | 59,840,922 | \$.0225 | \$1,346,421 | \$0.040 | \$2,393,637 | \$1,047,216 |
| Color | 1,312,336 | \$.29 | \$378,383 | \$0.59 | \$774,278 | \$ 395,895 |

Grand Total Savings \$2,315,982

SPC cost per sheet includes stapling, folding, cutting, collating, all types/weights of paper, and tabs.
Commercial cost per sheet does not include any of the above listed items.



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